



Wireless Communication Facilities (WCF)

DRB/UP Application Checklist

Project Name: _____ Project Number: _____ - PA - _____

Please note that not all information listed on the checklist will be required; those items most typically required are identified with a checkmark. **Schedule a meeting with your project coordinator before submitting your application.** At your pre-application meeting, your project coordinator will identify which items are required for submittal. For more information, or to schedule your submittal meeting, call Current Planning at 480-312-7000.

All WCFs shall require Development Review Board approval, with the exception of minor facilities, which the Zoning Administrator shall have authority to approve. Minor WCFs include: building mounted, mounted to existing poles, mounted to existing towers and/or rooftop mounted whip antennas. Subject to the Zoning Ordinance requirements of Section 1.906. Zoning Administrator review of minor applications.

Is WCF located in the City right-of-way? If yes, Provider must apply for permission to work in City right-of-way and permission to leave private improvements in City right-of-way.

SUBMITTAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed Application Checklist (<i>this form</i>)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee -- \$_____
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application Form (<i>form provided</i>)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Agreement for the Waiver of Claims for Diminution in Value of Property (PDF version attainable through city website www.scottsdaleaz.gov)
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		5. Records Packet (obtained through Records Department)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Project Narrative (<i>form provided</i>) - Describe nature of all changes being requested
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Photographs of site <ul style="list-style-type: none">• Provide 1 color original set mounted or printed on 8 ½" x 11" paper• 14 color copy sets for inclusion in packets
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Photo simulations of current and proposed antenna <ul style="list-style-type: none">• Provide 1 color original set mounted or printed on 8 ½" x 11" paper• 14 color copy sets for inclusion in packets
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Elevation drawings of new additions, building, screening, poles or other changes: <p>Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use.</p> <ul style="list-style-type: none">• Full Size - 4 sets folded• 11" x 17" - 14 sets• 8½ x 11" - 2 sets
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Planning and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312- 7000 • Fax: 480- 312- 7088

SUBMITTAL REQUIREMENTS (continued)☒ ☐ **10. One 8½ x 11" map of the service area for this proposed facility**☒ ☐ **10. Provide a Combined Context Aerial and Context Site Plan:**

- Full size – 2 color copies
- 11" x 17" – 1 color copy

Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

_____ 500 foot radius from site

_____ 1/4 mile radius from site

_____ 1 mile radius from site

_____ Other: _____

Show the proposed site plan in relation to surrounding development including the following:

- 1) Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- 2) Label surrounding zoning and land uses;
- 3) Streets including sidewalks, and any surrounding driveways or intersections;
- 4) Show bike paths and trails; and
- 5) Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

☒ ☐ **11. Material sample and color paint chips (or noted to match existing/proposed facility):**

- 1 sample each, 2"x2" maximum size, mounted on 8½ x 11" sheets (clearly label each sample for):
- Color (e.g., Frazee #555 Bright Blue)
- Finish (e.g., Bronze Anodized Aluminum)
- Material (e.g., split face CMU)
- Photo of material board

☒ ☐ **12. Site Plan indicating extent and location of antennas additions, building, and other structures (context), including all equipment cabinets.**

Site plan shall indicate dimensions of existing and proposed structures as well as any required setbacks and site distance triangles.

- Full size - 4 copies folded
- 11" x 17" - 13 sets
- 8½ x 11" - 2 copies

☒ ☐ **13. One 8½ x 11" map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application.**

Describe the height, mounting style and number of antennas on each facility

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- ☒ ☐ 14. A map that shows, up to a distance of ½-mile from the project, any single family residential developments that are either existing, zoned or are shown in the General Plan.
- ☐ ☐ 15. Landscape and irrigation plan
Indicate location, type, quantity and size of plan palette. Include site distance triangles when applicable.
- Full size - 2 copies folded
 - 11" x 17" - 16 sets
 - 8½ x 11" - 2 copies
- ☐ ☐ 16. Archeology Survey and Report or "Records Check" report or copies of Previous Archeological Research
- ☒ ☐ 17. Neighborhood Involvement Packet (notify property owners within a 750-foot radius of site and/or open house) *(form included)*
- ☐ ☐ 18. Property Owners' Association Input
- ☒ ☐ 19. FCC RF compliance documentation certified by an Arizona licensed engineer
- ☐ ☐ 20. Other: _____

Part II- SUBMITTAL REQUIRMENTS AFTER HEARING DATE DETERMINED

All documents listed below must be submitted Three (3) Weeks Prior To The Development Review Board Hearing Date

*** NOTE: Each Checked Item Indicated Below Requires The Number Of Copies of 11" x 17"s Color Copies Stapled In Sets For Inclusion In Packets A set consists of one of each required 11" x 17"

- 11" X 17" – 13 Color Sets
- 8-1/2" x 11" -1 Color Set

By signing below, the parties agree that the above documentation has been submitted/received.

Applicant Signature

Coordinator Signature *(required prior to submittal)*

Date

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